



- INTERNAL JOB OPPORTUNITY -
Aquatic Resources
Natural Resources Program Coordinator

CLOSES: December 10, 2004

SALARY: \$3,215 - \$4,013 per month Range 52

APPOINTMENT TYPE: 7- 12 month full-time temporary position

LOCATION: Olympia, WA

POSITION PROFILE:

This position is responsible for:

- Serving as lead staff for changes to the standard aquatic lands use authorization contract language;
- Providing technical assistance and advice to land managers on interpreting and implementing: general leasing procedures and processes, contract preparation, administration, and language clause interpretation, and environmental investigations;
- In partnership with region and division staff, assist with implementation of land use authorization programs while ensuring consistency with existing program policies, procedures, and guidelines;
- Identifying, researching, and recommending solutions for areas needing further policy, procedural, or guideline development;
- Developing lease program review findings and recommendations for management consideration;
- Identifying and implementing process improvements or specific follow-up actions such as contract changes;
- Serving as lead staff on litigation support. Provide technical backup to lead unit staff on legal services requests related to leasing and contract administration;
- Developing and maintain files and databases on significant management decisions affecting state-owned aquatic lands, court cases and decisions, and rent appeals.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Knowledge of department programs and related laws, regulations and policies; contract preparation and administration, principles of negotiation, principles and techniques of planning;
- Ability to communicate effectively;
- Ability to establish and maintain productive working relationships;
- Respond effectively to changing needs and priorities;
- Proven ability in computer applications such as Microsoft Office Suite, (Word, Excel, PowerPoint);
- Basic knowledge of research methods;
- Effective organizational skills and follow-through on assignments;
- Ability to effectively multi-task.

WHO MAY APPLY: Permanent DNR employees who are on the promotional register or who are eligible to transfer may apply. You may apply to the Natural Resource Program Coordinator register at:

<http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/14355oc.htm>

APPLICATION PROCESS: Please submit a Washington State Job Application and a letter of interest describing how your qualifications relate to the position to Lisa Randlette at lisa.randlette@wadnr.gov or to Mailstop: 47027 by 5:00pm on the closing date.